

**TOWN OF BERLIN
REQUEST FOR QUALIFICATIONS**

Notice is hereby given that consultant qualifications will be received by the Town of Berlin, Maryland for:

**RFQ # 2014 - 02
Architecture/Engineering/Site Work
Pre-Construction of Police Department**

by filing with the Town of Berlin, 10 William Street, Berlin, Md. 21811 until:

**Date: Monday, November 17, 2014
Time: 3:00 P.M. EST**

The Town of Berlin is a Maryland municipality serving approximately 4,500 residents, 1775 households and 300 businesses and was recently voted America's Coolest Small Town. To make the most of this opportunity, the Town is conducting Requests for Qualifications for Architecture/Engineering/Site Work, Pre-Construction of the Police Department.

A detailed Request for Qualifications (RFQ) information packet including general information, requested services, submittal requirements, and evaluation process is available upon request.

Contact Lieutenant Robert Fisher to obtain the complete bid packet, at rfisher@berlinmdpd.org, 410-641-1333, or in person at Town Hall, 10 William Street, Berlin, Maryland 21811.

Submittals received after the due date will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with the Town of Berlin's equal opportunity requirements. Dated this 28th day of October 2014.